

Frequently Asked Questions During COVID-19 Suspended Services: Traffic Procedures During Emergency Conditions

All San Diego Superior Court locations will be closed to the public through April 30, 2020, except as to those matters listed in the General Orders of the Presiding Department, Order Nos. 031820-34, 031920-35, 032420-36 and 040220-39.

All matters scheduled to be heard between March 17, 2020, and April 30, 2020, will be continued to a new date. As additional information becomes available it will be posted to our website.

Q: How do I pay my fine if the Court is closed?

A: To pay your fine when the Court is closed, you may do so online [here](#).

Q: I previously received a REMINDER notice from the Court for an appear-by date that falls on a date the Court is closed. What do I do?

A: All traffic/minor offense matters with appear-by dates (located at the bottom of your ticket) March 17, 2020, through April 30, 2020, will be postponed. The Court will not take any failure to appear action until 30 days after the Court returns to full service. If you do not receive notice of a new appearance date, please contact the Court as soon as it reopens.

Q: I have a court trial, arraignment, further proceedings courtroom appointment or a business office appointment set for a date on which the Court is closed. What will happen?

A: All traffic/minor offense courtroom hearings and business office appointments that are scheduled for the period of March 17, 2020, through April 30, 2020, are being postponed.

Q: I received a traffic/minor offense citation and my due date for payment is during the time the Court is closed and I need an extension of time for the payment. What do I do?

A: To get an extension of time to make your fine payment when the Court is closed, you may do so online [here](#). Follow the instructions to request a 30-day extension. You may also write to the Court and submit your written request for an extension. The Court will process the request once we reopen and notify you of the fine payment due date.

Q: I have been laid off and cannot afford to pay the traffic/minor offense citation. What can I do?

A: If you cannot pay your traffic/minor offense citation and/or are facing a hardship and would like to request a monthly installment payment plan or consideration for a fine reduction, you may download the TR-320 and mail it to the court. The TR-320 may only be submitted if there is an adjudication (formal judgment or decision) on a case.

Other options include using the online system to set up a payment plan or write to the court asking for a lower payment plan than is offered online. More information can be found [here](#).

Q: I was ordered to return to court to show proof of completion of a class or program and the Court is closed. What do I do?

A: All traffic/minor offense hearings that are scheduled for the period of March 17, 2020, through April 30, 2020, are being postponed. If you were ordered to appear in court, you will receive a notice in the mail as to the new appearance date. If you were ordered to submit proof of completion at the business office, your proof date will also be postponed and a notice of the new proof date will be sent to you. You also may mail the proof in or use the express drop box located at the court location where you appeared in court and it will be processed once the court opens.

Q: I have a “fix it” ticket. Can I pay it today?

A: You can submit a signed off ticket or reminder notice, along with \$25 for each violation corrected, in the express drop box located at the court location listed on your citation or you may mail it to the same address. If you have any other questions regarding the process of traffic/minor offense citations, please visit our website [here](#).

Q: I tried to pay online and received a “timed out” error, what should I do?

A: If you are using Google Chrome as your web browser, that may be the issue. Try using a different web browser and see if that corrects the issue. If the problem persists, you can mail your payment to the address indicated on your citation.

Please refer to General Order 040220-39 and the Court’s website (www.sdcourt.ca.gov) for up-to-date information.